

Records Management

WHAT

TVA's organizations create and maintain records of their activities to:

- Meet the needs of employees who may need access to records in order to complete their job responsibilities.
- Satisfy the requirements of federal and state laws and regulations.

DEFINITIONS

- **Written Records** - Books, correspondence, reports, instructions, maps, completed forms in hardcopy and electronic media.
 - **Film Records** - Photographs and negatives, motion picture film, videotapes, microfilms.
 - **Sound and Tape Recordings** - Audio tape (reel to reel, cassette, or cartridge), disc recordings.
 - **Electronic Records** - Records that are data in a form that is read and processed by a computer.
 - **Other Documentary Materials** - Any other documentary materials created or received as TVA business is conducted.
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WHO

- All organizations
 - All employees
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WHY

All TVA records are the property of the United States Government and are considered part of the federal government's archives. Records and Forms

Management, Enterprise Document Management, Information Services, is responsible for working with organizations in the creation, maintenance and disposal of the agency's records to ensure that:

- TVA's programs and activities are documented.
- TVA meets its obligation, as an agency of the United States, to ensure that appropriate records are maintained as directed by various federal laws and regulations governing records and paperwork.

In addition to satisfying government requirements, records are maintained for the use of employees who need access to the information to fulfill their job responsibilities.

HOW

TVA's Records and Forms Management has established administrative controls for organizations to use in creating, using, maintaining, preserving, appraising and disposing of all TVA records.

Employees should contact their organization's Records Manager/Officer for:

- Information about these controls and guidelines.
- Assistance with any of these activities.
- Answers to questions regarding the creation, maintenance, preservation or disposal of records.

The archivist in Enterprise Document Management, Information Services, is also available to provide information and assistance.

ROLES

Enterprise Document Management

- Plans, coordinates and appraises the effectiveness of TVA's records management program throughout all TVA organizations.
- Sponsors TVA information technology systems that manage records.
- Develops policies and standards for document management.
- Develops standards for the creation, internal use, maintenance, preservation and disposal of records in hardcopy and electronic media.
- Advises all agency organizations on the establishment and management of effective record management systems and paperwork practices.

- Maintains records of discontinued TVA functions.
- Operates the Knoxville records center for receiving, storing and servicing inactive or semi-active records from all agency organizations.
- Provide offsite records storage at contracted facilities.
- Represents TVA in all records management relationships with governmental and private organizations and individuals.
- Ensures that TVA's records and information management systems comply with applicable federal and state laws and regulations.

All Major Organizations

- Establish and apply administrative controls to ensure that necessary records are created, processed, used, preserved and destroyed in accordance with approved TVA procedures.

Organizational Records Manager or Officer

- Administers records management program for organization.
- Coordinates record-keeping activities with other offices and divisions with similar interests.
- Schedules organizational records for retention, retirement or disposal when appropriate.

RESOURCES

- Organizational Records Manager or Officer
- Enterprise Document Management

COMMUNICATIONS PRACTICE 6

Records and Information Management

Last Revised 1/00